

DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
PROGRAM SERVICES DIVISION
COMMUNITY GRANTS PROGRAM SECTION
SUPPORT OUR STUDENTS (SOS) PROGRAM

DJJD
RECEIVED

MAY 30 '07

Program Records Retention and Disposition Schedule

Community
Programs

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

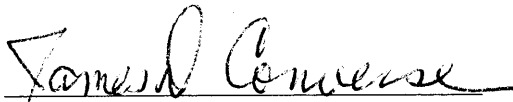
SUPPORT OUR STUDENTS (SOS) PROGRAM

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

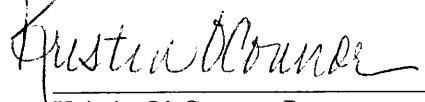
SUPPORT OUR STUDENTS (SOS) PROGRAM

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

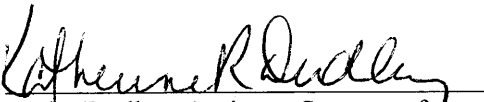
APPROVAL RECOMMENDED



James Converse, Chief Records Officer
Department of Juvenile Justice and
Delinquency Prevention



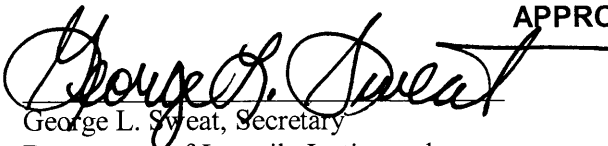
Kristin O' Connor, Program
Manager, Community Grants
Programs



Kathy Dudley, Assistant Secretary for
Program Services East



David Brook, Director
Division of Historical Resources



George L. Sweat, Secretary
Department of Juvenile Justice and
Delinquency Prevention

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural
Resources

May 16, 2007

JGP

**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
PROGRAM SERVICES-DIVISION
COMMUNITY GRANTS PROGRAMS SECTION
SUPPORT OUR STUDENTS (SOS) PROGRAM**

Item 47620. MINUTES FILE. Official minutes in paper and electronic formats of meetings of the Support Our Students (SOS) Advisory Council. File includes agendas, attachments, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer, in yearly increments, a signed duplicate set of the official minutes including agendas and attachments to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain in office permanently the original, signed, paper set of minutes including agendas and attachments. Erase/destroy electronic records in office when administrative value ends.

Item 47621. Records concerning Support Our Students (SOS) programs receiving funding. County files include applications for funding, contracts, grants, vendor by-laws, monthly reports, budget information, and other related records.

DISPOSITION INSTRUCTIONS:. Destroy in office 5 years after expiration of contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47622. REQUESTS FOR PROPOSALS FILE. Proposals submitted by applicants for funding. File includes application, score sheets, award letters, non-award letters, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47873. STATEWIDE CORRESPONDENCE/ ANNOUNCEMENTS FILE. Correspondence disseminated to all Support Our Students (SOS) participants outlining application procedures, requirements, instructions, directives, training opportunity announcements and other general administrative information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.